

**STATE OF MARYLAND**  
**DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

---

State Board for the Certification of Residential Child Care Program Administrators

January 17, 2008

Dear Colleagues,

I am writing to you as the newly appointed Executive Director for the State Board for the Certification of Residential Child Care Program Administrators (hereinafter "the Board"). I am very excited about my new position and know that it will be both challenging and rewarding.

As you may recall, Chapter 438 of the Acts of the 2004 General Assembly established the Board and required certification – as of October 2007 - of individuals who are responsible for the day-to-day management and operation of a residential child care program. Your organization has been identified by your licensing authority as a program that must meet this requirement.

The Board is pleased to announce that it has not only begun to certify residential child care program administrators; it has secured permanent staff and office space. The Board's contact information is as follows:

State Board for the Certification of Residential Child Care Program Administrators  
4201 Patterson Avenue • Baltimore, Maryland 21215-2299  
Phone – 410.764.5996 • Fax – 410.358.5674  
Web Site - <http://dhmh.state.md.us/crccp/>

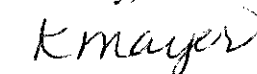
If your program has not done so already, please ensure that all individuals who are responsible for the day-to-day management and operation of a residential child care program submit their application to the Board. The application is attached, but may also be downloaded from the Board's web site.

I am looking forward to working with you. Our joint efforts will ensure that children in Maryland's residential care programs are provided the best possible care with high quality oversight. Children living in Maryland's residential child care programs will surely benefit.

I am certain that there will be many questions or concerns during this first certification cycle. I would encourage you visit the Board's web site for updates and announcements. Should you or your staff have any questions regarding the Board or certification, please do not hesitate to contact me at 410.764.5996 or via email at [mayerk@dhmh.state.md.us](mailto:mayerk@dhmh.state.md.us).

Thank you very much for your continued support of the Board.

Sincerely,



Kimberly Mayer  
Executive Director

cc: File

File: 2008-01-17-02